

## DRAFT PROCEDURES FOR BOARD OR COMMISSION APPOINTMENT

- 1) Approximately sixty days before the end of a Board or Commission term, the City Manager will notify the City Council and the members of the Board or Committee affected of the positions and citizens whose terms will be expiring.
- 2) The City Manager will cause this information to be posted via the City's bulletin boards, website, social media sites or other means to inform the residents in the city. This notice will also include qualifications (if any) to serve. The City Council will set the timeframe for the acceptance of applicants.
- 3) Applications may be sent to the City Clerk who will provide copies to the City Council for its review. The City Council may interview candidates at its discretion. The City Council retains all responsibilities and rights to select candidates, nominate and confirm appointments as required by City Ordinance.
- 4) If no applications are received for the opening, City Clerk notifies Mayor and Council, who may decide to continue running the opening.
- 5) Incumbents wishing for a new term must also reapply and be interviewed. Incumbents may not participate in interviewing other applicants or in the decision-making process.
- 6) It is up to the board or commission to coordinate any required public interviews of the applicants and incumbents.
- 7) If a board or commission does not have a quorum to hold interviews or vote, the matter will then be elevated to the Mayor and Council.
- 8) The board or commission voting to recommend applicants to fill vacant seats can do so anonymously via paper ballots.
- 9) The Chair of the board or commission sends the board opening recommendation to the City Clerk who will then place it on the agenda of the next meeting of the Mayor and Council.
- 10) After any appointment, the new Board or Commission member, as well as the other members of that Board or Commission is sent a letter notifying them of their appointment.
- 11) The City Clerk will notify all applicants of the Mayor and Council's decision via email and mail.



# CITY OF HOGANSVILLE

400 East Main Street, Hogansville GA 30230

## Application for Board or Commission Appointment

Citizens provide great insight and knowledge to City government. An avenue that the City of Hogansville uses to get this insight is through the City's various boards and commissions. The members of the boards and commissions make decisions and help recommend and review policies for the City of Hogansville and its Mayor and Council. This questionnaire will assist the Mayor and Council in the review process and in determining applicant eligibility requirements and qualifications for board or commission membership.

Questions to consider before applying for membership on a board or commission:

- Do I fully understand what this board or commission expects from me?
- Am I committed to the goals and mission of this board or commission?
- Can I afford the demands on my time, resources and energy?
- Will I attend meetings regularly, making them a priority for the duration of my appointment?
- Am I willing to perform a reasonable amount of work outside of regularly scheduled board or commission meetings and prepare for each meeting?
- Can I work effectively with the other members of the board or commission?
- Am I willing to participate in necessary board or commission training, education and development activities that will improve my effectiveness in my position?

### APPLICANT INFORMATION

Applicant Name: \_\_\_\_\_

Occupation: \_\_\_\_\_ Employer: \_\_\_\_\_

Home Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: (\_\_\_\_) \_\_\_\_\_ Home E-Mail: \_\_\_\_\_

Work Phone: (\_\_\_\_) \_\_\_\_\_ Work E-Mail: \_\_\_\_\_

Cell Phone: (\_\_\_\_) \_\_\_\_\_ Preferred E-Mail:  Home  Work

Name and address of the business entity you own, located within the city limits of Hogansville (if applicable) \_\_\_\_\_

\_\_\_\_\_

a) Which board(s) or commission(s) do you wish to be appointed to? \_\_\_\_\_

b) How long have you been a resident of the City of Hogansville? \_\_\_ Years \_\_\_ Months

c) Are you current with all of your financial obligations to the City?  Yes  No

d) Are you willing and available to attend training sessions on-site and/or off-site if provided by the City?  Yes  No

e) Available boards and commissions and their terms and meeting schedules are listed at the end of this application. Are you able to meet the attendance requirements of the position for which you are applying?  Yes  No

f) Do you know of any circumstances that would result in you having to abstain from voting on any action before the board or commission?  Yes  No If yes, please explain:

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g) Do you or your employer, or your spouse, child, relative or their employers, do business with the City of Hogansville?  Yes  No If yes, please explain:

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h) Do you have any employment or contractual relationship with the City of Hogansville that would create a continuing or frequently recurring conflict with regard to your participation on a board or commission?  Yes  No If yes, please explain:

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i) Please briefly explain your reasons for wishing to serve on the board or commission you selected:

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j) Are you willing to be considered for appointment to any of the other boards or commissions of the City if a position is not available on the board or commission of your first choice?  Yes  No If yes, please list the boards or commissions for which you would like to be considered (in order of interest):

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**APPLICANT STATEMENT**

I understand that I am applying for appointment to a board or commission office of the City of Hogansville that the appointing authority may require an interview prior to consideration for appointment; that I will be required to take an oath of office to uphold the City's charter and ordinances; that I may be removed from office for any reason permitted by law or City charter; and that my application will remain on file for consideration for a period of six (6) months, after which time, I will need to file a new application. I agree to comply at all times with all requirements of the office for which I am applying and to which I may be appointed. All statements and information provided in this application are true to the best of my knowledge.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**Please return signed application to:**

City Clerk  
City of Hogansville  
400 East Main Street  
Hogansville, GA 30230

## BOARD AND COMMISSION INFORMATION

**Council on Aging (COA)** – The Three Rivers Council on Aging includes volunteers from each of its member cities and counties. The Hogansville City Council appoints one city resident to this 10-county group, which meets quarterly.

**Downtown Development Authority (DDA)** – The DDA's mission is to revitalize and redevelop the City's downtown. The DDA is composed of seven members who are residents of the city or who own and operate a business within the city. Four of the members must have a specific economic interest in the downtown area. Potential new or renewed members are recommended by the DDA, and then appointed by Mayor and Council. The DDA meets once a month.

**Planning & Zoning Commission** – This group recommends proposed zoning variances and changes to the City zoning ordinance and map, and reviews and approves special use applications, proposed subdivisions, and development permits for new commercial uses. The Commission also updates the City Comprehensive Plan. Members meet monthly as needed.

**Troup Tourism Committee** – This county-wide group oversees spending of hotel-motel tax revenues collected in Troup County and its three cities. The Hogansville City Council appoints one resident to this committee, which meets monthly.

**Personnel Advisory Board** – This 3-member board hears employee grievances. The City Council appoints one city resident to this board. The Hogansville City staff chooses an employee representative, and those two members appoint another city resident. This group meets as needed.

**Hogansville Development Authority** – This authority encourages and promotes the expansion and development of industrial, agricultural, recreational and trade facilities, acquires land toward these ends, and meets as needed.

**Meriwether County – Hogansville Joint Development Authority** – This authority was created to issue bonds and hold title for industrial projects in Hogansville's small corner of the Meriwether County Industrial Park. The City Council appoints members to one-year terms, and the authority meets quarterly.

**Historic Preservation Commission** – This group's mission is to identify, recognize, protect enhance and promote the city's historic properties, sites and districts. The Historic Preservation Commission also reviews major changes proposed for building exteriors in the City's locally designated historic district. The group meets quarterly and as needed.

**Library Board** – This Board hires and supervises the directors for the 2-county (Troup and Harris) regional library. Troup County appoints one Hogansville citizen to this Board, which meets quarterly.

**LaGrange-Callaway Airport Advisory Committee** – This committee provides input to the Troup County Board of Commissioners regarding airport facilities, operations and maintenance. The City Council appoints one city resident to this committee, which meets quarterly.

**Cemetery Board** – This City Council-appointed board monitors the conditions and needs of the City Cemetery and makes related recommendations to the City Council. Meets as needed.

**Troup County Recreation Board** – This board advises the Troup County Parks and Recreation Department regarding county-wide recreation facilities and programs. The Hogansville City Council appoints two city residents to this county-wide board.

**Troup County Board of Elections and Registration** – This board registers all eligible citizens in Troup County to vote, and encourages citizens to vote. This board also conducts and supervises all special and regular elections. The Hogansville City Council appoints one Hogansville resident to this board.

**Keep Troup Beautiful** – Keep Troup Beautiful encourages behavioral changes and individual responsibility through educational activities that result in a cleaner Troup County. An affiliate of Keep Georgia Beautiful and Keep America Beautiful, this county affiliate has five working committees: Beautification, Development, Education, Media/Public Relations, and Recycling. Keep Troup Beautiful recommends Hogansville representatives to this group, for the City Council to appoint.



**City of Hogansville  
Citizen Committees**

**Hogansville Housing Authority**

Housing BOD recommends appointments to Mayor for his/her concurrence - 5-yr terms expire June 30

|                 |      |
|-----------------|------|
| Sammy Hubbard   | 2022 |
| Terry Rainwater | 2019 |
| Phil Waldrop    | 2021 |
| Dorothy Cameron | 2021 |
| Anne Burke      | 2021 |

**Downtown Development Authority**

Appointments in accordance w/law creating DDAs

and approved by Council - 4-yr terms expire June 30

|                         |      |
|-------------------------|------|
| Kandis Strickland       | 2020 |
| Jason Stewart           | 2020 |
| Vickie Brown            | 2021 |
| Allan Boyer             | 2021 |
| Jake Ayers              | 2019 |
| Brenda Pritchett-Rhodes | 2019 |
| John McKibben           | 2019 |

**Hogansville Planning Commission**

2 year term expiring January 31st

|                    |      |
|--------------------|------|
| Ricky Thrash       | 2020 |
| Mary Margaret Ware | 2020 |
| Gayle Devereaux    | 2019 |
| Carol Smith        | 2019 |
| Carolena Lynch     | 2019 |

**Troup Chamber Tourism Committee**

3 year term expiring June 30th

|  |      |
|--|------|
|  | 2020 |
|--|------|

**Personnel Advisory Board**

3 year term expiring December 31st

|  |      |
|--|------|
| Ricky Thrash - Council Appointee       | 2020 |
| Robert (Andy) Jones - Employees Choice | 2020 |
| Vickie Brown- Appointed by other 2     | 2020 |

(Citizen appointed by other 2 members of Board)

**Hogansville Development Authority**

5 year term expiring December 31st

|               |      |
|---------------|------|
| John McKibben | 2019 |
| Robert Leek   | 2020 |
| Stan Balloun  | 2021 |
| Jimmy Russell | 2021 |
| Fred Higgins  | 2018 |

**Meriwether Joint Development Authority**

1 year term expiring August 31st

|                             |      |
|-----------------------------|------|
| John McKibben               | 2018 |
| Fred Higgins                | 2018 |
| Bill Stankiewicz            | 2018 |
| George Bailey               | 2018 |
| Jimmy Russell               | 2018 |
| Joint Member - Pat Williams | 2018 |

**Historic Preservation Commission**

3 year term expiring January 31st

|                         |      |
|-------------------------|------|
| Wanda Lowe              | 2019 |
| Carol Smith             | 2019 |
| Ellen Shellabarger      | 2019 |
| Sherry Metternick-Jones | 2020 |
| Maralyn Hazelgrove      | 2020 |

**Cemetery Board**

3 Year term expiring June 30

|               |      |
|---------------|------|
| John McKibben | 2020 |
| Robert Leek   | 2019 |

**Council on Aging**

3 year term expires December 31st

|              |      |
|--------------|------|
| Jean Crocker | 2020 |
|--------------|------|

**Library Board**

3 year term expiring December 31st

Gayle Devereaux Appointed by Troup County

**LaGrange-Calloway Airport Advisory Board**

5 year term expiring June 30th

|              |      |
|--------------|------|
| Chris Tucker | 2019 |
|--------------|------|

**Region 4 EMS Council**

Chief of Police Appointed by Troup County

**Troup County Parks & Recreation**

3 year term expiring December 31st

|                 |      |
|-----------------|------|
| Willie Ector    | 2020 |
| Tony Williamson | 2018 |

**Board of Elections & Registration**

3 year term expiring December 31st

|               |      |
|---------------|------|
| Randall Hodge | 2019 |
|---------------|------|

**Homeless Coalition**

Rickey Lynch

**Keep Troup Beautiful**

3 year term expiring June 30th

|               |      |
|---------------|------|
| Carol Smith   | 2019 |
| Pierre Millet | 2020 |
| Lynne Miller  | 2020 |